

Investigator (T)

Investigator

Chief Accountant (T)

Chief Accountant

Receptionist

Residence Manager

Chef

Sous-chef

Head Household Assistance

Household Assistant 2 Positions

Maid/Waiter

Launderer/Housekeeper

FSN#2010/116 (T)

Investigator

OPEN TO: All Interested Candidates

POSITION: Investigator, FSN-9; FP-5 (Step 1 thru 4) (Trainee)

OPENING DATE: October 22, 2010

CLOSING DATE: November 4, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (NOR): FP-5 (step 1 thru 4)

Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of Investigator at the Citizenship & Immigration Service (CIS) office, located at Sindhorn Building, Bangkok Thailand.

BASIC FUNCTION OF POSITION:

Serves as the primary role to service not only the Bangkok USCIS office but also USCIS domestic offices in the

verification of documents and investigation of fraud. In this role the investigator will be required to conduct site visits, interview individuals involved in a case, examine documents and assist the USCIS Overseas Adjudication Officers and the Field Office Director in identifying patterns of fraud in the USCIS jurisdiction. The jurisdiction of the Bangkok Field Office includes: Thailand, Myanmar, Cambodia, Laos, Malaysia, Vietnam, Indonesia, Singapore, Taiwan, Hong Kong, Australia, New Zealand, Brunei and East Timor.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree (BA or BS) in Political Science, Law, Liberal Arts (i.e. Language, History), Social Science (i.e. Business Administration, Economics Management), Law enforcement or a closely related discipline; (2) At least two years of progressively responsible experience in investigative work with military, police, private security, or U.S. Government organization; (3) Level IV (Fluent) speaking/reading/writing in English and Thai; (4) Possess good knowledge of U.S. Immigration laws and regulations; (5) Possess good knowledge of Thai Immigration, criminal and civil laws.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: NOVEMBER 4, 2010

.....

FSN#2010/116

Investigator

OPEN TO: All Interested Candidates

POSITION: Investigator, FSN-10; FP-5 (Step 5 thru 14)

OPENING DATE: October 22, 2010

CLOSING DATE: November 4, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (NOR): FP-5 (step 5 thru 14)

Ordinarily Resident (OR): FSN-10

The U.S. Embassy in Bangkok is seeking an individual for the position of Investigator at the Citizenship & Immigration Service (CIS) office, located at Sindhorn Building, Bangkok Thailand.

BASIC FUNCTION OF POSITION:

Serves as the primary role to service not only the Bangkok USCIS office but also USCIS domestic offices in the verification of documents and investigation of fraud. In this role the investigator will be required to conduct site visits, interview individuals involved in a case, examine documents and assist the USCIS Overseas Adjudication Officers and the Field Office Director in identifying patterns of fraud in the USCIS jurisdiction. The jurisdiction of the Bangkok Field Office includes: Thailand, Myanmar, Cambodia, Laos, Malaysia, Vietnam, Indonesia, Singapore, Taiwan, Hong Kong, Australia, New Zealand, Brunei and East Timor.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree (BA or BS) in Political Science, Law, Liberal Arts (i.e. Language, History), Social Science (i.e. Business Administration, Economics Management), Law enforcement or a closely related discipline; (2) At least three years of progressively responsible experience in investigative work with military, police, private security, or U.S. Government organization; (3) Level IV (Fluent) speaking/reading/writing in English and Thai; (4) Possess good knowledge of U.S. Immigration laws and regulations; (5) Possess good knowledge of Thai Immigration, criminal and civil laws.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: NOVEMBER 4, 2010

.....

FSN#2010/118 (T)

Chief Accountant

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Chief Accountant, FSN-11 (Trainee)

OPENING DATE: October 22, 2010

CLOSING DATE: November 4, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Bangkok is seeking an individual for the position of Chief Accountant in the U.S. Agency for International Development/Office of Financial Management Office (OFM) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as the Chief Accountant for USAID/RDMA, Bangkok, Regional Office of Financial Management (OFM) and its nine client countries (Burma, China, Vietnam, East-Timor, Thailand, Laos, Papua New Guinea, Tibet and Marshall Islands/Federated States of Micronesia) and four hosted offices based in Bangkok (OAA/Afghanistan, DCHA/OFDA, OTI and CMM). The job holder has responsibility for all facets of program and operating expense budgeting, accounting, reporting, internal controls, accounting procedures development and implementation, and career development for the staff of Budget and Accounting Division. He/she manages the RDMA and client missions' operational yearly budgets exceeded US\$220 million: Operating Expense Budget with approximate of US\$ 30 million.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Bachelor's degree in Accounting and a Certified Public Accountant (CPA); (2) A minimum of seven years of professional accounting and/or financial analysis experience with at least four years of supervisory experience; (3) Level IV (fluent) speaking/reading/writing in English and Thai; (4) Must have a comprehensive and thorough knowledge of professional accounting principles, standards, theories, practices, procedures, terminology, laws including regulations and procedures; (5) Must possess managerial, analytical and decision-making abilities and skills to effectively direct an efficient Financial Management operation; (6) Proficiency in the use of computer packages/applications such as Word, Excel, or equivalent Financial Management software.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: NOVEMBER 4, 2010

.....
FSN#2010/118

Chief Accountant

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Chief Accountant, FSN-12

OPENING DATE: October 22, 2010

CLOSING DATE: November 4, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-12

The U.S. Embassy in Bangkok is seeking an individual for the position of Chief Accountant in the U.S. Agency for International Development/Office of Financial Management Office (OFM) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as the Chief Accountant for USAID/RDMA, Bangkok, Regional Office of Financial Management (OFM) and its nine client countries (Burma, China, Vietnam, East-Timor, Thailand, Laos, Papua New Guinea, Tibet and Marshall Islands/Federated States of Micronesia) and four hosted offices based in Bangkok (OAA/Afghanistan, DCHA/OFDA, OTI and CMM). The job holder has responsibility for all facets of program and operating expense budgeting, accounting, reporting, internal controls, accounting procedures development and implementation, and career development for the staff of Budget and Accounting Division. He/she manages the RDMA and client missions' operational yearly budgets exceeded US\$220 million: Operating Expense Budget with approximate of US\$ 30 million.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Bachelor's degree in Accounting and a Certified Public Accountant (CPA); (2) A minimum of eight years of professional accounting and/or financial analysis experience with at least four years of supervisory experience; (3) Level IV (fluent) speaking/reading/writing in English and Thai; (4) Must have a comprehensive and thorough knowledge of professional accounting principles, standards, theories, practices, procedures, terminology, laws including regulations and procedures; (5) Must possess managerial, analytical and decision-making abilities and skills to effectively direct an efficient Financial Management operation; (6) Proficiency in the use of computer packages/applications such as Word, Excel, or equivalent Financial Management software.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: NOVEMBER 4, 2010

.....

FSN#2010/119

Receptionist

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Receptionist, FSN-4

OPENING DATE: October 22, 2010

CLOSING DATE: November 4, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-4

The U.S. Embassy in Bangkok is seeking an individual for the position of Receptionist in the U.S. Agency for International Development/Asia Regional Training Center (ARTC), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for greeting and directing students and visitors, assisting with registering/checking students, providing guidance on where to find classrooms, responding to inquiries ranging from lunch locations to tourism sites to how to dial long distance, etc. He/she serves as an operator for the training facility, answering the phone, resolving issues/questions when possible, and directing calls appropriately. The incumbent provides administrative support including keeping logs of visitor passes, ensuring security standards are enforced, and providing other administrative duties as needed.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Completion of secondary school; (2) Three years experience in office work or a receptionist, or closely related field; (3) Level III (Good general working experience) speaking/reading/writing in English and Level IV (Fluent) in Thai; (4) Must possess a strong oral communication skills and effective team work skills; (5) Must be familiar with basic software applications i.e. MS Office: Excel, Word, Power Point, Outlook.

SUBMIT APPLICATION TO:

Regional Human Resources Office

Attention: Recruitment

American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand

E-mail: bkkrecruitment@state.gov

Fax: 02-205-4928

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: NOVEMBER 4, 2010

.....

A diplomatic mission is seeking a service-oriented individual to work at the residence of the Ambassador for the following positions:

Residence Manager 1 Position

Major Duties and Responsibilities

Manage the day-to-day operation of the Ambassador's residence, including overseeing the work of residence staff, organizing official functions in coordination with the Ambassador, the Ambassador's spouse and the Embassy Protocol Assistant, and ensuring proper maintenance of the household.

Desired Qualifications

Previous experience in management of official residence and functions or similar experience such as hotel management; knowledge of diplomatic protocol; and understanding of Thai and Western cultures and social codes are required. Must be fluent in Thai and English and be able to operate computer. Have related experience in hotel or similar work environment.

Remark

- Salary 35,000-47,000 baht/month
- Live-in
- Working hours are 9 hrs/day and 6 days/ week. Over time or Compensatory Time off applies.

Chef 1 Position

Major Duties and Responsibilities

Is responsible for cooking for a large staff, the Ambassador and his/her family, and their guests;

Prepares the meals for the staff (2 hot meals per day);

Prepares the meals for the Ambassador and his/her family, which usually consists of two simple 3-course meals per day;

Prepares receptions and dinners ranging in size from 2 to 50 guests (seated dinners, buffet dinners, cocktails, teas, etc.);

Prepares all the food in the house;

Is responsible for all the food shopping;

Keeps the kitchen accounts, checks how the money is spent. This position receives supervision from the Residence Manager and supervises the Sous-Chef.

Desired Qualifications

Education: Professional school (hotel school, majoring in restaurant operations) or Grand Diploma in Cuisine and Pastry from an International Culinary School.

Prior Experience: minimum of 2 years experience as a Chef from restaurant industry.

Experience in Ambassador's residence is an advantage.

Language: English and Thai.

Abilities and Skills:

Must be able to plan budget and be able to adapt or "upgrade" a private meal to an official one at last minute notice; must be flexible and be able to work under little or no supervision.

Remark

- Salary 40,000-42,000 baht/month
- Live-in
- Working hours are 9 hrs/day and 6 days/ week. Over time or Compensatory Time off applies.

Sous-chef – 1 Position**Major Duties and Responsibilities**

Cleans the kitchen, pots and pans, floors, stoves, fridges, etc.;

Cleans the vegetables;

Assists the Chef. Must be able to replace the chef in his/her absence.

This position receives supervision from the Chef.

Desired Qualifications

Education: Professional school (hotel school, majoring in restaurant operations) or Grand Diploma in Cuisine and Pastry from an International Culinary School.

Prior work experience: minimum of 2 years experience as Sous-chef.

Experience in Ambassador's residence is an advantage.

Must be able to adapt or "upgrade" a private meal to an official one at last minute notice.

Languages: English and Thai.

Remark

- Salary 20,000-40,000 baht/month
- Live-in
- Working hours are 9 hrs/day and 6 days/ week. Over time or Compensatory Time off applies.

Head Household Assistance – 1 Position

Major Duties and Responsibilities

Responsible for carrying out and coordinating housekeeping functions and ensuring the orderly condition and cleanliness of the residence. During dinner parties is responsible for serving food, removing dirty glasses, dishes, cutlery, used linens, etc. from tables. Wash and dry glasses, dishes, cutlery, as needed. Perform other duties as required. This position receives supervision from the Residence Manager and supervises the Household Assistant.

Desired Qualification

Must speak English. Related experience in hotel industry or in Ambassador's residence is an advantage.

Remark

- Salary 15,000-33,000 baht/month
- Live-in
- Working hours are 9 hrs/day and 6 days/ week. Over time or Compensatory Time off applies.

HOUSEHOLD ASSISTANT 2 Positions

Major Duties and Responsibilities

Responsible for carrying out housekeeping functions and insuring the orderly condition and cleanliness of the resident's area. Takes care of flower arrangements and doing errands. During dinner parties, is responsible for leading guests to seats, serving food, removing used linens and dishes from table, washing and drying glasses. Perform other duties as required. Household Assistant receives supervision from Head Household Assistant.

Desired Qualification

Must speak English. Related experience in hotel industry or in Ambassador's residence is an advantage.

Remark

- Salary 14,000-23,000 baht/month
- Live-in
- Working hours are 9 hrs/day and 6 days/ week. Over time or Compensatory Time off applies.

MAID/WAITER 1 POSITION

Major Duties and Responsibilities

During official functions, the person is responsible for serving food, removing dirty glasses, dishes, cutlery, used linens, etc. from tables. Wash and dry glasses, dishes, cutlery, as needed. Perform other duties as required. Maid/Waiter receives supervision from the Residence Manager.

Desired Qualification

Must speak English. Related experience in hotel industry or restaurant business or in Ambassador's residence is an advantage.

Remark

- Salary 12,000-17,000 baht/month
- Live-in
- Working hours are 9 hrs/day and 6 days/ week. Over time or Compensatory Time off applies.

LAUNDERER/HOUSEKEEPER 1 POSITION

Major Duties and Responsibilities

Launderer/ housekeeper is in charge of cleaning and ironing clothes and sheets. Performs other duties as required. This position will receive supervision from the Residence Manager.

Desired Qualification

Must speak English. Have good knowledge in fabric, cloth cleaning including dry cleaning. Must have related experience in hotel laundering or similar work environment.

Remark

- Salary 12,000-15,000 baht/month
- Live-in

- Working hours are 9 hrs/day and 6 days/ week. Over time or Compensatory Time off applies.

Please send a detailed resume in English including present or last salary information by 5 November, 2010, to:

PO Box 926 Bangkok 10500
Fax 02 205 4928 Attn: Recruitment
e-mail: bkkrecruitment@state.gov
For more detail: please visit
<http://bangkok.usembassy.gov>